



## MOVE-OUT PROCEDURES

Per your lease, a 30-day written notice is required stating your intention to move out at the end of your lease term. Your notice must be submitted through your portal, via email at [info@fprent.com](mailto:info@fprent.com) or hand-delivered to our office at 18 S. Congress Avenue, Evansville, IN 47714

### **KEYS**

On the day of your move out, please make sure the property is vacated by midnight of that day. All keys (including mail keys), garage openers, access devices, etc., are to be brought to the office and should not be left in the apartment/home. If keys and remotes are not returned to the office, you will be held liable for rent until possession of the unit is transferred to FPM. Lock the door when you leave. If there is still evidence the property is being occupied and you have not made other arrangements with the property manager, you will be charged a pro-rated amount based on the current rent.

### **CLEANING INSTRUCTIONS**

Upon vacating the property, you must remove all personal property. If anything of value is left in the property, FPM must store the items and then dispose of them according to law. Storage fees and disposal costs incurred will be charged to the tenant.

The unit must be returned to us in the same condition it was rented out. **This includes professional carpet cleaning by a licensed and bonded company. You are required to submit the receipt for this completed service to the office.**

The condition of your rental must be left in the same detailed condition as when you moved in, excluding normal wear and tear.

### **PETS**

If there have been pets in your apartment at any point during your lease, you must have your apartment/house inspected for fleas from a third-party source. You are required to submit a report from said source indicating no fleas present. **If there are fleas present, you will need to have your rental professionally treated at your expense and submit the receipt to the office for proof of service.**

## **OUTDOORS**

All personal belongings are to be removed. No trash is to be left at the property, indoors or outdoors. Garbage in garbage cans and recycle bins must be disposed of prior to vacating at the end of the month. Any arrangements for charity pick-ups must be completed before you vacate.

If applicable:

- The grounds and lawn are to be trimmed, clean and free of weeds and leaves.
- Patios and balconies are to be swept of all leaves and debris, all belongings removed, and rails/partitions cleaned.

## **LAST MONTH'S RENT**

The security deposit **CANNOT** be applied to the last month's rent.

## **UTILITIES**

Basic services including water and electricity must be left on until the end of the lease. It is your responsibility to contact the utility companies to remove your name from the service once you have vacated the property.

## **FORWARDING ADDRESS**

The tenant is required to provide a forwarding address to the property manager.

## **SECURITY DEPOSIT**

The condition of your rental at the time of vacating will be inspected by the property manager, who has the final authority to determine what charges are to be made, if any, in accordance with the conditions set forth in the lease.

Move-out inspections are never done with the tenants. If you completed the Move-In Inspection Checklist and turned it in within the required time frame, we will review this once you have vacated. You will receive an itemized list of any charges incurred. Any amounts left owing will be deducted from the security deposit, as well as any applicable cleaning or damages charges. Examples of some of the possible charges are cleaning, carpet cleaning, painting, damages, loss of rent, court costs and attorney's fees. We expect the property to be left in the same condition as at the beginning of your lease.

The property manager has 45 days to assess any charges incurred and issue the balance of your security deposit, if any, is owed. We cannot give a specific date to expect a statement of charges. Only one security deposit refund check will be issued.